**Process for Designing CTS Pathways for Students in Community Based Activities**

Two options for awarding students credit for community-based activities:

1. Off Campus Procedures-**Work Study in CTS**
   1. Full funding is provided for completion of CTS courses.
   2. Onus is on the teacher to ensure the following considerations are met (**done in advance of the student participating in the activity**). This will take considerable time up-front.
      1. Ensure involvement and support of your **school administration**.
      2. **Review outcomes** in the potential CTS courses with the student. Identify any gaps that might need to be filled with the school program or vice-versa, if the off-campus activity is supplementing a timetabled CTS course. Be sure to **check pre-reqs** **and any parameters** listed on the program of studies.
      3. Determine how the outcomes will be **assessed**-consider different types of assessments (checklists, observations, projects, journals/logs). Determine how that **evidence of learning** will be collected and how to emphasize the various outcomes. This might include getting feedback from the employer, mentor, supervisor, etc. The final mark is the responsibility of the teacher.
      4. Ensure that Off Campus requirements are met. The principle of due diligence-do everything reasonably possible to ensure the health and safety of students in off campus programs-applies here. This includes making **contact** with the student’s **on-site supervisor,** conducting a **work site inspection**, and having the students complete an **Off-Campus Education Program Agreement.** The CESD Off-Campus Resource Manual is available at <http://cesdoffcampus.wikispaces.com/>
      5. If you choose to use **project or practicum courses** as part of the pathway, be sure to **use the templates** provided by Alberta Education <http://education.alberta.ca/teachers/program/cts/resources/templates.aspx> to meet the parameters and requirements.
      6. Sample pathways are available on the CTS Pathways wiki: <http://cesdctspathways.wikispaces.com/home>
2. Course Challenge-
   1. Funding is provided for credits granted through **challenge assessments** at 20% of the CEU value for the course (s) challenged. Funding will not be provided for challenge assessments and course completion for the same subject in the same semesters.
   2. Student receives credit on transcript.
   3. The detailed process is outline in the [Guide to Education](https://education.alberta.ca/admin/resources/guidetoed.aspx)